- Marlene - B.W.
- Diane Yeskd

New Date ~~2/ 0/82~~ 4/1/82

Records Management Report Follow Up

Report Date	Department	Findings	Status	Follow-Up Date	Retention Schedule
1/21/81	Corp. Personnel Records - B. Albert	1. Update floor plans for microfiche equipment & typewriter.	OK per S.M. 1/29	--	--
1/30	USA Marketing Administration D. Mulvey	1. Install dividers in shelving in Work Room.	Completed per Maintenance Dept. 5/15.	--	Approved
		2. Assign work space for E. Fox (for collating and storage of mailing supplies)	Reconfiguration of Library/Work Room - per S.M.	--	
		3. Assign file area for Fleet files.	C Office assigned as File Room	--	
		4. Transfer/destroy 44 drawers of records.	6 drawers Ter. Fleet transferred to CRC; one cabinet removed 4/25. 20-CRC		
2/2	Corp. Consumer Affairs & Corp. Contributions B. Reuter	1. 12 drawers of records exceed amount of assigned file space	Storage Room assigned to place 4 cabinets.	--	--
2/5 USA	Market Research Sales Information B. Weinstein FILE/TERM RM	Transfer/Destroy 31 drawers of records to allow space for departmental records	3 drawers transferred to CRC; 2 drawers destroyed; microfiche conversion of prior years' reports.	in progress	RR?
2/5 USA	Market Research - Consumer Research A. Udow	1. Transfer/Destroy 21 drawers of records.	10 drawers transferred to CRC-will follow up on remaining disposition	--	Approved
		2. Remove one empty cabinet as a result of removing records.	Completed 4/25	--	

CRC - Carlstadt Records Center

2061643274

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status	Follow-up Date	Retention Schedule
2/12	Brand & Promotion USA Brand Mgt. - T. Keim	1. Assign 9 closets for P.O.S. & promotional items and proof books in Conference Room and install ledges for presentations.	S.M. has followed up w/dept. on placement of closets in Conf. Room.- OK	--	Approved
		2. Assign add'l 4 drawers to Director.	OK per S.M.	--	
		3. Assign add'l Conference Room.	Conf. Room enlarged to size of 3 rooms.	--	
		4. Use file drawers for files & cigarettes only.	OK per T. Keim	--	
		5. Transfer 4 drawers of records to CRC/QRSA.	Will retain in Conference Room in one cabinet.	--	
2/13	Corp. Affairs - Media Information Services S. Sarro	1. Propose microform for FYI's (3 drawers); Transfer originals to CRC (3 drawers)	Completed	--	Approved
2/17	USA Personnel B. Horan	1. Assign add'l 6 drawers to Director.	OK per S.M.	--	Approved
		2. Update floor plans for HR room equipment.	OK per S.M.	--	
		3. Assign a D station to Benefit Coordinator.	Completed	--	
		4. Remove 4 empty cabinets.	3 cabinets removed 5/28 1 cabinet remain in dept. Completed 7/28	--	
		5. Reduce supplies.			

5th Floor Room

Call Steve Nancy Terrett Prof BKS

6 BOXES

2061643275

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status	Follow-up Date	Retention Schedule
2/24	Corp. Treasurer Insurance P. Goldschmidt	1. Assign add'l 9 cabinets. 2. Update floor plans for word processing equipment.	File room assigned	--	--
2/25	USA - ~~Promotion~~ Programs R. ~~Tracey~~	1. Assign add'l 2 drawers to Director. 2. Transfer/Destroy 22 drawers of records 3. Reduce supplies.	1. Confirmed per S.M. 7/1 2. Completed 3. OK per dept. meeting Follow up before move.	--	Approved
2/26	Corporate Personnel Benefits & Compensation S. Zanakis	1. Assign add'l 2 drawers to Director. Transfer/Destroy duplicate files. 2. 2 cabinets required in Storage Room 3. Reduce supplies.	Completed (7/23 memo indicated indicated dept's file requirements) Awaiting J. Sidlowski's meeting w/Mr. Transue re: reassignment of space at 120 Park.	--	
2/27	International Corp. Affairs C. ~~Hammett~~	1. Assign add'l 10 drawers to Director. 2. Transfer promotional items to QRSA. 3. Assign file space for small supply of items. 4. Assign add'l 11 drawers to J. Botticelli.	Met w/C. Hammett 3/23: 1. File cabinets to be placed in Conference Room. 2. OK per C. Hammett. 3. " " " " 4. C office assigned.	4/10/82	Approved
3/2	Corp. Deputy Treasurer N. Treisman	1. Assign additional 6 drawers to Deputy Treasurer. 2. Transfer 2 drawers to QRSA.	1. OK per S.M.	-- 5/10/	--

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status	Follow-up Date	Retention Schedule
3/18	USA Public Affairs - Communications J. McAuley	1. Director has One empty cabinet; if used, file space will not be sufficient.	OK (will not use).	--	Approved
		2. Retain brochures in QRSA.		3/10/82	
3/18	USA Treasurer & Finance - Business Planning Analysis L. Wexler	1. File space sufficient.		--	Approved
3/20	USA Public Affairs B. Robinson	1. Assign additional 4 drawers to Director.	OK per S.M.	--	Approved
		2. Transfer 5 drawers to CRC, 14 cartons to QRSA.	Completed	3/10/	
		3. Recommend Microfiche for 4 drawers of PER records.	File space will be available.		
3/23	USA Marketing - Media J. Thompson C. Beck	1. Install magazine racks at 120.	Confirmed per S.M.6/22	--	Approved
		2. Remove 2 drawers of V.P.'s records.	To be transferred to staff members' work stations.	--	
		3. 3 drawers of records exceed space assigned to V.P.	Conference Room (C office) furniture to be used for files. Confirmed per S.M.6/22		

2061643278

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status	Follow-Up Date	Retention Schedule
3/24	USA Credit Treasure & Finance D. Driskill	File space is sufficient	--	--	Approved
3/24	Marketing Services - Distribution Services R. Pruehsner	" "	--	--	Approved
3/30	Management & D.P. Control Systems V. Satterwhite	" "	--	--	Approved
3/31	Brand & Promotion - Merchandising Materials E. Merlo	1. Assign add'l 4 drs. to Director.	OK per S.M. 6/23	--	Approved
		2. Equip Viewing Room with proper display equipment.	Architects informed per S.M. 6/23		
		3. Transfer 4 drs. to CRC.	Completed	--	
		4. Reduce Supplies.	Completed		
4/1	National Accounts & Manpower Development - National Retail Accts. ~~M. Burnette~~ C. Titsworth	1. Place equipment & displays in Workroom with proper shelving.	Architects informed per S.M. 6/23		Approved
4/2	USA Marketing Services- Marketing Information Systems D. Jennings	1. Transfer/Destroy and consolidate 5 cabinets into 4 (not needed at 120)	1. 1 cabinet removed 7/22.		Approved
		2. Include equipment in Terminal Room on Floor Plans.	OK per S.M.	--	
		3. Storage Room not required.	Keeping Storage Room S.M. notified		

2061643279

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status	Follow-Up Date	Retention Schedule
4/9	USA National Accounts & Manpower Development-Trade Relations T. Cawley	1. Place 2 cabinets in D work station (file area)	3 cabinets assigned to B office for dept'l use. Confirmed per S.M. 6/22.	--	Approved
4/9	USA Field Sales Director E. Blandford	1. File space is sufficient	--	--	Signed by Approved
4/13	USA National Accounts & Manpower Development-National Distribution Accounts M. Lamster	1. Assign add'l 2 drs. to Director	OK per S.M. 6/22.	--	Approved
		2. Director has empty cabinet; if used, file space will not be sufficient.	OK per M. Lamster (will not use).	--	
		3. Transfer 3 drs. to CRC.	Has been done.	--	
4/15	USA Field Sales-HQ Sales Operations R. Atlas	1. Assign fiche rdr/prtr to central area; incl. on floor plans.	OK per S.M.	--	Approved
		2. Convert 15 drawers of reports to COM.	Per his 4/20 memo, A. Weinman will coordinate with Mktg. Info. Systems. Conversion to COM - 7/81, 6 titles, 24 reports.	--	
4/16	USA Treasurer & Finance-Marketing Finance J. Hill	1. Include 11 comp. terminals at 10 work stations on floor plans.	OK per S.M.	--	Signed by department
		2. Disposition of Central Files: -transfer/destroy 6 cabs. & 1 overhead -transfer 1 cab. to P.Lennon - " " " " H.Camps - " 2 " " Diebold	Completed 3/ 15 drs. 30 - CRC		Approved

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status	Follow-Up Date	Retention Schedule
4/16	Marketing Finance J. Hill	3. Assign File Room for special equipment and microform equipment (3 cabinets).	Partitioned area in corridor assigned.	--	
		4. Transfer 79 film to CRC.	Completed	--	
		5. Reorganize files before move.			
4/20	USA Operations Admin. T. Goodale	1. Transfer/destroy 3 drs. director's files. 6 CRC	7/17 Spoke with T. Goodale. Disposition performed.	--	Approved
		2. Transfer misc. books to CRC			
		3. Assign equipment to Packaging Rm; incl. on Floor plans.	OK per S.M. 6/22		
		4. Assign equipment to Color Rm; incl. on Floor plans.	"		
		5. Transfer 6 drs. Purch. files to QRSA; 1 dr. to CRC.		3/1/82	
4/21	USA Sales Training& Development H. Glastein	1. Dept. to discuss w/S.M. appropriate storage equipment.	S.M. to follow-up		Approved
	9 cabinets (45 drs) to workroom	2. Transfer/destroy 11 drawers of records. Reduce 14 drs. of supplies. (R.J.R. memo)	Spoke w/H. Glastein 10/20. Started reviewing files. Met with H. Glastein & B. Buwalda 2/3 - All cabinets will be transferred as is - will not review files at this time.	2/1	
5/1	Corp. Finance-Financial Research& Controls J. Lino	1. Reorganize dept'l files.	OK per dept.		Approved
		2. Install wall-to-wall shelves in Library. Also assign conference table.	Confirmed per S.M. 6/22	--	
		3. Countertop for collating	Confirmed per S.M. 6/22	--	
5/5	Corp. Finance-Assistant Controller R. Souther	1. Transfer/destroy 2 drs.	Staff member to perform disposition	--	Approved

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status	Follow-Up Date	Retention Schedule
5/6	Corp. Finance-Assistant Controller Budgeting H. Pierpoint	1. Transfer 2 drs to central files	Met w/dept. 4/11. Will perform before move.	--	Approved
		2. Include word processing equipment on floor plans.	OK per S.M.	--	
		3. W.Tyson,L.Hanover require D stations. Info given to S. M.		--	
5/22	Corp. Accounting K. Wickham	1. Propose microfilm for ~~10 drs. of~~ files in office of Director.	Preparation of records in progress. Records Destroyed	~~2/1/82~~	Approved
		2. Records recommended for destruction, transfer to CRC and film conversion.	"	4/12	
		3. Reduce supplies.	Completed.	--	
		4. 1979 and 1980 vouchers to be transferred to CRC.	"	--	
		5. Assign one 5-drawer cabinet for open vouchers in C office.			
6/1	Financial Reporting M. Wozdyl	1. Assign 2-drawer unit at secretary's work station.			Approved
		2. Transfer/destroy 31 drawers.	Transferred 12 cartons 2/1/ to CRC 9/21.		
		3. Proposed filing system	spoke with M. Wozdy	5/1	

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Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
6/1	Financial Reporting M. Wozdyl	4. Reduce Supplies.			
		5. Remove supply cabinet from Mr. Urbach's office prior to move.	OK per dept.	--	
6/1	Financial Controls& Analysis - J. McAdam	1. Assign 2 add'l 2-drawer units at secretary's work station.			Approved
		2. Reduce supplies.			
		3. Remove 1 cabinet.			
		4. Transfer 11 drs. to QRSA.			
		5. Department to review files to determine disposition.	Dept. has started reviewing files for transfer 9/21.	2/1/82 5/1/82	
		6. Proposed filing system to reduce reports, etc.			

10 x 3

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
6/10	PM International Personnel - L. Mitton MB	1. R. Corinaldi to transfer 1 drawer to Carlstadt.	Spoke w/dept. 6/11. Staff members performed disposition.	--	Approved
		2. R. Greco to transfer 1 drawer to Carlstadt.	"	--	
		3. K. Tripi to transfer 2 drawers to Carlstadt.	Completed per K. Tripi 10/5.		
		4. Assign 3 cabinets (15 drs.) to File Room at 120	K. Tripi reduced files & will not require a 5 dr. cab.	--	
		5. K. Tripi to destroy or transfer 3 drs. to CRC (1 dr. Tax/Misc. Files) (2 drs. Time Sheets)	Completed	X	
6/15	Corp. Employment and Affirmative Action R.Fusco,G.Hennes, H.A.Peacock	1. Assign 2 add'l 2 dr. cabs. at work station-G. Hennes	Spoke w/R. Fusco 9/22. OK per dept.	--	
		2. 2 drs (S.Flynn) inactive files for transfer to Carlstadt in P.Partridge's office.			
		3. Transfer approx. 10 drs. to QRSA.-R.Fusco		5/1/82	
		4. Supplies for orientation material for transfer to QRSA-B.Nolan		5/1/82	
		5. 3 drs. for transfer to Carlstadt-B.Albert			
		6. Reduce supplies			
		7. Assign 2 5-dr. cabinets in Testing Room.			

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
6/23	Corp. Taxes B.Brown	1. Assign add'l 2 5-dr. cabinets in Storage Room for B.Brown.	Called B.Brown 7/23; he did not review report. Spoke w/ B. Brown 8/17. Dept. is reviewing report and will get back to me. Called 9/24 - out - will be back 9/28.		Signed by Dept. Approved
		2. G.White's files(6drs.)to be reviewed for disposition.			
		3. 5 drs.(J.Jancer) be reassigned to Mr. Downing.			
		4. Assign add'l 2 cabinets at secretary's station for Mr. Downing.			
		5. Assign add'l 2 cabinets at secretary's station for Mr. Gelber.			
		6. 6 file drs. for Carlstadt after review and approval.	M. Lyons - Transfer performed.		
		7. Reduce supplies.			
		8. 12 5-drs. cabinets required in File Room at 120.			
6/24	International Marketing Services E. Gray	1. Assign add'l 2 cabinets at work station for E. Gray	OK per E. Gray 8/19.	--	Approved
		2. 1 drawer Monitor Reports for conversion to fiche.	* Department wants to review reports and set up a system for retrieving these reports immediately.		
		3. 1 drawer Sales Statistics - F. Caton for conversion to microfilm.	Met w/F. Caton 8/17. Will retain reports in office, can be accommodated.	--	
		4. Terminal Room - K. Galleotti Assign 2 5-dr. cabinets, & use of shelf space.	OK per E. Gray 10/1 Slide file cabinet will be located in K.Galleotti's D station per SM 10/7.	--	

Spoke with D. Mazzitelli 3/31. He stated that he is reviewing the files to set up a new filing system & would contact me later to have Monitor Reports converted.

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
6/24	International Marketing Services E. Gray CONT'D	5. Dept. to review 13 file drs. and 3 film cabinet drs. for QRSA/destruction.	F. Caton to review ~~in Oct~~. X	~~4/1/82~~ 4/5	
		6. Reduce supplies. 7 X33	OK per sec'y 8/19.		
6/24	~~International Regional Coordinator & Special Projects M. Jaquith~~	File space is sufficient.	---	---	Approved
6/26	~~International Public Affairs~~ MB R. Bockman	1. Assign add'l 2 cabinet at secretary's station.	OK per M. Winokur 8/5	--	Approved
		2. Approximately 5 drs. to QRSA.	OK per M. Winokur 8/5	~~4/1~~ 5/1	
		3. M. Winokur to review '78 files for transfer to CRC.	Must retain 2 drs. files for reference. Nothing for CRC per M. Winokur 8/3.		
7/2	~~International Finance & Treas.~~ MB M. E. Johnson	1. Transfer 5 cabinets/ overheads to File Room.	Spoke w/F. Toscano 9/15 - will get back to us.	~~2/1~~ 3/22	
		2. Recommend 6 drs. for QRSA.	2/3 spoke w/ F. Toscano	4/1	
		3. Assign add'l 2 cabinets at MEJ's secretary's station, 1 cabinet at Diserens' secretary's station.			

spoke with Amy Engel (2063). Dept is currently reviewing files - CRC & QRSA will be used.

3/31 - called dept. F. Toscano out for 6 wks. ~~will~~ awaiting call from ~~other~~ another staff member.

She will contact us when review is completed

6 cartons have been sent to CRC.

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
7/7	Corp. Relations Presentations J. Potocsny	Staff will be Remaining at 100 Park. Will review requirements when 100 Park floor plans are final. (J. Potocsny's file space at 120 will be sufficient.)		--	Approved
7/9	Corporate Affs. Staff Assistant Group E. Leonard NOV	1. Assign add'l 2 cabinets at secretary's station.	OK per sec'y		Approved
		2. Transfer 16 drs. to QRSA.		6/1/82	
		3. Assign add'l cabinet outside Wash. Visitor's Office.			
		4. Discussed w/Ms. Hopkins, computer reports for 10/81 to be converted to COM - will discuss system after it is debugged.	System has not been completed - postponed until mid '82. Will follow up after move.		
		5. Transfer 78-79 subject files to Carlstadt/destroy.	OK		
7/10	Corporate - Publications & News Services F. Leonard NOV	1. Transfer 5 cabinets retained by F. Leonard to Work Room.			Approved
		2. Transfer 4 drawer cabinet of Photo Files to 5-drawer cabinet.	Cabinet not available. Will perform transfer when one is.		
		3. Assign add'l cabinets at each of N. Groll and B. Moynehan stations.			
7/10	Corporate Financial Rels. Group G. Knox NDV	1. Assign 3 5-dr. cabinets in File Room.	OK per G. Knox	--	Approved
		2. Assign 1 5-dr cabinet to B. Lindecke in File Room.			
		3. Assign 1 5-dr cabinet in File Room for D. Pickering.			

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Records Management [illegible] Follow Up

Department	Findings	Status*	Follow-Up Date	Re[illegible]
[illegible] . Forer[illegible]	File space is sufficient Equipment in Programming Room will be transferred to 120.	----	-----	Approved
Corporate Communications Research J. Mebane NOV	1. Transfer 3 drs. to [illegible] and cartons to QRS[illegible].		5/1/82	
	2. Microfiche app[illegible] for Smoking [illegible] Files - G. Ga[illegible]	[illegible]1/6 - Spoke with G. Gallovich who is following up with Fiche/Records Retention Schedules.	24	
	3. Transfer 2 [illegible]-dr. cabs. to file room.			
	4. Reduce supplies			
~~International Finance M. Reilly~~ MO	1. Assign add'l 2 cabinet at secretary's work station.			5 cabinets w/overheads removed from dept.
	2. General Acctg. [illegible] files (17 drs.) to determine [illegible]	X Completed 8X33		
	3. Headquarters [illegible] review [illegible] to d[illegible]	X "		
	4. J. Bel[illegible] be reassigned [illegible]simone.			
	5. 6 cab[illegible] space not ass[illegible] and staff.			
	6. Remove 1 empty cabinet.			
	[illegible]-dr. cabinets to be assigned: [illegible] Dampf, D[illegible] work stat[illegible] Reduce su[illegible]			

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
7/20	Corporate Cultural Affs. S. French NOV	1. Assign 2 5-dr cabinets in File Room.		---	~~Signed by department.~~ Approved
		2. Consolidate 2 3-dr. cabinets into 1 5-dr--to be located in File Room.	Removed one cabinet.		
		3. Remove 2 3-dr. cabinets.			
7/21	International Operations Admin. P. J. Clarke	1. Assign 1 cabinet at secretary's station.	OK per dept.	---	Approved
		2. Destroy duplicate files. X 1 dr.			
7/21	Corporate Human Resources Planning & Development 120 J. Burke	1. Assign 2 additional cabinets at secretary's work station.			Approved
		2. Reduce Supplies.	Completed	---	
7/21	Corporate Career Planning H. Gainer	Remaining at 100 Park.	---	---	----
7/22	Corporate Media Development & Relations J. Kravitz	File space is sufficient.	---	---	Approved
7/23	Corporate Editorial Services/Comm. ~~E. Quinby~~	1. Assign 5 dr. cabinet w/ overhead in Editorial Services File Room.	Talked w/Mr. Quinby 9/30. Will require 2 5-dr. cabinets instead of one.	---	Approved
		2. Reduce supplies.	Will be performed by secretary in Oct.		
		3. 1972-79 files - destruction/CRC.	Talked w/E. Quinby to perform in Oct.	~~3/1/82~~	
		4. 11 drs to QRSA/CRC, 1 dr. ex-employee files to CRC/ destruction-J. Canada	Spoke w/P. Gibson 1/6/82. Will be performed prior to move.	3/1	
		5. Assign cabinet (2 drs) in File Room for Photo supplies.	OK per P. Gibson 1/6.		

USA Public Affairs Communication
Sleep Kathy
He has the 72-79 files at new job 3/18

2061643289

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
7/23	Corporate Rels. & Communications Director-Commun. P. Gibson	File space is sufficient.	----	----	Approved
7/23	Corporate Rels. & Communications F. Saunders	1. Assign 2 cabinets at secretary's station. 2. Assign 2 5-dr. cabinets in File Room. 3. M. Mitru-Speech Files conversion to microfilm	completed Proposal submitted; awaiting approval	----	Approved
7/24	Corporate Public Affairs J. Dowling	1. Transfer 2 drs to QRSA, 1979 files to QRSA/CRC-G. Rizzo 2. 1 dr. supplies to be retained by secretary.	Spoke w/Ms. Rizzo 10/29. Performed disposition.	5/1	Signed by department

Approved

2061643290

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
7/28	Corp. Human Resource Planning R. Lazer	1. Transfer 2 drs. QRSA - R. Lazer.		5/1/82	Approved
		2. Assign 1 2-dr. cabinet at secretary station - R. Lazer.	OK per R. Lazer 9/30.	--	
		3. Transfer 4 overhead units to QRSA - N. Dallal	OK per N. Dallal 9/30.	--	
		4. Review 9 drs. for transfer to QRSA or Carlstadt.	3 drs. for transfer. 6 will be accommodated.	--	
		5. Reduce supplies.	OK per N. Dallal 9/30.	--	
		6. Assign 2 drs. outside vacant C office - P. Meyer	OK per P. Meyer 9/30.	--	
		7. Transfer files to QRSA, CRC, or destroy - P. Meyer	Completed per P. Meyer 9/30. Will follow-up for transfer of files to QRSA - 15 drawers	5/1	
		8. Transfer cartons from 10th Fl. Storage Room to QRSA, CRC, or destroy.	Completed. Will follow-up for transfer of files to QRSA.	5/1	
7/30	Corp. Training & Development K. ~~Donohue~~ Warr	1. Transfer 5 drs. departmental files to CRC or destroy.	Department remaining at 100 Park. Will follow up with floor plans.		
		2. Assign 2 5-dr. cabinets in Audio Visual Room.			
		3. Transfer 3 drs. to QRSA or CRC. Destroy 4 drs. - C. McCarthy.			
		4. Reassign 5 dr. of K. Donohue's drs. to C. McCarthy.			

Approved

Corporate Training & Development

2061643291

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
7/30	Corp. Training & Development ~~K. Batchelder~~	5. Assign 2 120" shelves in the Audio Visual Room.			
		6. Assign 1 5-dr. cabinet in the Audio Visual Room for binders, etc.			
7/30	International Planning M. Rieser MB	1. Assign add'l 2 2-dr. cabinets - M. Rieser.	OK by department S.M. notified		Approved
		2. Six drs. (outside K. Haley's office) to be used by M. Rieser.			
		3. Six drs. (outside M. Burn's office) reassigned to S. Jonckheer.			
		4. Assign 1 5-dr. cabinet w/overhead in Storage Room - W. Burrell			
		5. L. Fulton to review files.			
		6. Departmental files be reviewed for disposition. 3 X 3 drs. 3 estimate			
7/31	Corp. Employee Communications B. Peters MW	1. Transfer 2 drs. to CRC.	Disposition performed 12/8.		Approved
		2. Transfer 3 drs. to QRSA.	OK per B. Peters	6/1	
		3. Assign 2 5-dr. cabinets in Photo Room.	"	--	
		4. Equipment in Photo Room to be transferred to 120 Photo Room.	"	--	

2061643292

Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
8/10	Corp. Public Affairs V. Clephas	1. Assign add'l 2 drawer cabinets at V. Clephas's secretary's station.	OK per sec'y 11/11.	--	Approved
		2. Manúals, etc. to be retained on shelf at 120.	"	--	
		3. V. Clephas to review 7 drawers.	Disposition performed.		
		4. Assign 2 book cases to R. Delaney.	OK per R. Delaney Spoke w/sec'y 1/12/82. R. Delaney to call this week.	1/25/82	
		5. R. Delaney to review records for transfer to CRC, QRSA, or destroy.	Completed - being destroyed per R. Delaney 11/11.		
		6. Reduce supplies.			
8/12	Corp. Treasurer N. Kennington	File space sufficient.		--	
8/25	USA Public Affairs B. Goodman	1. Will utilize 6 file drs. outside open C office.		--	
8/31	Corporate Planning R. Critchell	1. Assign 2 cabinets outside the Conference Room (converted B office).		--	Approved
		2. Assign 2 additional cabinets (4 drs.) outside Ms. Ancona's work station.			
		3. Department will require the equivalent of 17 10-ft. shelves in the Library.			

2 Shelf units 30" X29

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000

Records Management Report Follow Up

Report Date	Department	Findings	Status*	Follow-Up Date	Retention Schedule
9/3	Corporate Employee Assistance Department T. Hawryluk	1. Assign 2 additional cabinets (4 drs.) at secretary's work station. 2. D. Conway - 3 drs. for Carlstadt or destruction. 3. ~~Approximately 94 cartons for QRSA - Service Awards~~ will be transferred 40 QRSA.	Approved by W. Transue. Since Training & Development & Affirmative Action are remaining at 100 Park, awaiting response from J. Sidlowski who is meeting w/Transue to discuss reassignment of the open offices.	6/1	Approved
9/14	International Controller D. Lynch	1. Assign 2 additional cabinets (4 drs.) at secretary's work station. 2. Transfer J. McAdam's files to Carlstadt or destroy.	O.K. Completed estimate 5 x 33		--
9/15	Corp. Banking Services & Cash Control E. Schneider	1. Approximately 4 drs. for transfer to QRSA, CRC, or destroy. 2. Transfer approximately 10 drs. to Carlstadt or destroy per G. Pedron. 3. Six drs. outside G. Pedron's office to be used for departmental files. 4. Six drs. outside Coopers & Lybrand office to be used for departmental files.	Spoke w/R. Bowens 1/7/82. In Progress. Completed		--
9/21	Corp. Security/ Reception J. Conroy	File Space Sufficient.			--

2 x 33

2 x 33

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Source: https://www.industrydocuments.ucsf.edu/docs/qqgl0000